

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2009-10**

Department:

**RMA - GROUNDS
MAINTENANCE (01360)**

Function:

General

Activity:

Property Management

Fund:

General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2007-08</u>	<u>BOARD APPROVED EXPENDITURES 2008-09</u>	<u>DEPARTMENT REQUEST 2009-10</u>	<u>CAO RECOMMENDATION 2009-10</u>
<u>SALARIES & EMPLOYEE BENEFITS</u>				
710102 Permanent Salaries	245,712	310,000	287,000	287,000
710103 Extra Help	52,430	0	0	0
710105 Overtime	473	0	0	0
710200 Retirement	58,897	77,000	69,700	69,700
710300 Health Insurance	51,732	56,500	59,900	59,900
710400 Workers' Compensation Insurance	91,071	69,826	75,305	75,305
TOTAL SALARIES & EMPLOYEE BENEFITS	500,315	513,326	491,905	491,905
<u>SERVICES & SUPPLIES</u>				
720100 Agricultural	18,783	25,000	25,000	23,000
720200 Clothing & Personal Supplies	3,540	3,500	4,000	3,500
720300 Communications	77	0	4,072	300
720500 Household Expense	1,297	1,500	2,000	1,500
720600 Insurance	895	6,359	4,238	4,238
720800 Maintenance - Equipment	21,042	30,000	30,000	25,000
720900 Maintenance - Structures & Grounds	15,025	20,000	35,000	20,000
721000 Medical, Dental & Lab Supplies	0	150	500	150
721100 Memberships	40	100	150	100
721300 Office Expense	269	250	3,500	250
721400 Professional & Specialized Services	6,875	6,500	7,500	6,500
721600 Rents & Leases - Equipment	20,037	18,000	43,000	18,000
721800 Small Tools & Instruments	1,177	3,500	3,500	3,000
721900 Special Departmental Expense	4,307	750	1,500	750
721901 Special Departmental Expense-Sand Bags	0	10,000	10,000	10,000
721908 Special Departmental Expense-Jackass Rock	385	3,800	0	1,000
722000 Transportation & Travel	0	300	2,000	300
TOTAL SERVICES & SUPPLIES	93,749	129,709	175,960	117,588

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<u>FIXED ASSETS</u>				
740300 Equipment	35,436	29,000	120,775	0
TOTAL FIXED ASSETS	35,436	29,000	120,775	0
 TOTAL - RMA - GROUNDS MAINTENANCE	 629,500	 672,035	 788,640	 609,493
 770100 Intrafund Transfer	 (44,788)	 (17,000)	 (17,000)	 (30,000)
 GRAND TOTAL - RMA - GROUNDS MAINTENANCE	 584,712	 655,035	 771,640	 579,493

COMMENTS

The Grounds Maintenance budget is under the jurisdiction of the Resource Management Agency - Administration and is responsible for grounds maintenance of County facilities and parks. Grounds personnel have also been assigned projects related to flood control. Expenditures from the Grounds Maintenance budget directly related to flood control are charged to the Flood Control and Water Conservation District.

In 2007-08, the Board of Supervisors directed that the staffing and the support costs previously in the RMA-Flood Control Services budget be appropriated into the RMA-Grounds Maintenance budget. Any project costs for manpower and supplies in the RMA-Grounds Maintenance budget directly related to flood control work for the District would be charged to the Professional and Specialized Services account in the RMA -Flood Control budget.

The proposed 2009-10 RMA-Grounds Maintenance budget is recommend as follows:

STAFFING

<u>Permanent</u>	<u>2008-09 Authorized</u>	<u>2009-10 Recommend</u>
Grounds/Flood Control Maintenance Supervisor	1	1
Grounds/Flood Control Maintenance Worker I or II	7	7
Senior Grounds/Flood Control Maintenance Worker	<u>1</u>	<u>1</u>
Total Permanent	9	9

The following vacant position is not recommended to be funded for 2009-10, with an estimated savings to the General Fund as noted below;

<u>Position</u>	<u>Estimated Salary & Employee Benefit Savings for 12 Months</u>
Grounds/Flood Control Maintenance Worker I	\$39,527

SALARIES & EMPLOYEE BENEFITS

- 710102 Permanent Salaries are recommended at \$287,000 based on present cost of staff.
- 710200 Retirement reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300 Health Insurance is based on the employer's share of health insurance premiums.
- 710400 Workers' Compensation reflects the Department's contribution to the County's Self-Insurance Internal Service Fund. For 2009-10, \$75,305 was required as the Department's contribution.

SERVICES & SUPPLIES

- 720100 Agriculture (\$23,000) covers fertilizer, herbicides, insecticides, new trees and shrubs, and lawn seed.
- 720200 Clothing & Personal Supplies is recommended at \$3,500 to provide rain gear, gloves, and safety equipment. This account includes \$1,200 for uniform rental.
- 720300 Communications account is recommended at \$300 to reflect the Department's share of telecommunications cost. A request for the purchase of additional cell phones (\$2,272) and additional phone lines for irrigation computerization (\$1,500) is not recommended this year.
- 720500 Household Expense is recommended at \$1,500 to provide for janitorial supplies utilized by the Department in the Park Shop and County Parks.
- 720600 Insurance contribution reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800 Maintenance - Equipment is recommended at \$25,000 for maintenance of lawn care equipment and gasoline for non-road equipment.
- 720900 Maintenance - Structures and Grounds is recommended at \$20,000 based on projected expenditures. This provides for the physical improvements to the grounds, such as sidewalk repair, curbs, mow strips, sprinkler extensions and repairs, restroom repairs, etc.
- 721000 Medical, Dental & Laboratory Supplies is recommended at \$150 for first aid supplies, unchanged from current appropriation.

SERVICES & SUPPLIES (continued)

- 721100 Memberships is recommended at \$100 and provides funds for membership in the Pesticide Applicators Professional Association.
- 721300 Office Expense is recommended at \$250 for shop office supplies. This will provide funds to purchase landscape materials and literature, plus computer supplies.
- 721400 Professional & Specialized Services (\$6,500) is recommended to provide a weekly power cleaning of the new Garage Facility (\$5,000), and the removal of contaminated cleaning solvent from the parts cleaner in the Shop (\$1,500).
- 721600 Rents & Leases - Equipment (\$18,000) is for rental of vehicles from the Central Garage and any necessary rental equipment. Mileage is estimated at 29,630 miles at a cost of 54¢ per mile (\$16,000). This account also provides funds for the rental of speciality equipment.
- 721800 Small Tools & Instruments (\$3,000) is based on current and anticipated expenditures.
- 721900 Special Departmental Expense (\$750) provides funds for registration and supplies for application of chemical materials.
- 721901 Special Departmental Expense - Sandbags (\$10,000) for purchase of sandbags when needed for distribution to the public during the rainy season.
- 721908 Special Departmental Expense - Jackass Rock (\$1,000) pays the annual special permit fees required by the U.S. Forest Service for Jackass Rock Campground.
- 722000 Transportation & Travel is recommended to be funded at \$300 for meals and registration for landscaping and grounds maintenance seminars, and provides training for certification of two employees for testing backflow devices.

FIXED ASSETS

The following fixed assets are not recommended to be purchased for 2009-10:

- 1 Back Hoe (N) (\$45,000)
- 1 Parking Lot Sweeper (N) (\$45,000)
- 1 Lawn Sweeper (R) (\$30,000) will be used jointly by Grounds Maintenance and Building Maintenance
- 1 Computer (N) (\$775) for use by Lead Worker

Computer Equipment

The Department is requesting that the current computer be replaced due to age (\$775). This is not recommended to be funded in this budget and is discussed in the Information Technology budget.

COST APPLIED

\$30,000 is cost-applied for work related to grounds maintenance work for the Department of Social Services, Child Support Services, Behavioral Health Services and RMA-Road Department.